

City Council Work Session

Wednesday, August 20, 2014

8 p.m. – Community Center

Discussion of:

- 1. Establishing a Science and Technology Advisory Committee**
- 2. Establishing an Advisory Group on Inclusion and Diversity**
- 3. Draft of Code of Conduct for Advisory Group Members**

PETITIONS AND REQUESTS

JULY 1, 2012 TO PRESENT

Date	Name	Petition or Request	Status
6-23-14	Anne Dickerson	Petition for Recycling Bin at Northway.	Referred to staff for review.
6-04-14	Bill Orleans	Question regarding Impasse Hearing not cablecast.	Question answered.
5-12-14	Jonathan Murray	Petition to allow Ancestral Knowledge use of the Forest Preserve.	Work Session scheduled 7-09-14
4-28-14	Jean Snyder	Petition for Drinking Fountain at Roosevelt Center.	Referred to staff for review.
4-28-14	George Boyce	1) Request that Council establish a Science & Technology Advisory Committee 2) Request that Council enact legislation to show support of a Science & Technology Business District in Greenbelt (similar to County B ill CR-7-2014).	
4-7-14	Barbara Simon (GCDC)	Update on Animation Program films at Greenbelt Theater and comments on family film events.	No Action Required.
3-24-14	Michele Touchet & Lutz Rastaetter	Comments regarding their support of Greenbelt Animal Shelter & its staff.	No Action Required.
2-24-14	Joel Rubenstein	Comments regarding his use of Greenway Center.	No Action Required.
2-10-14	David Abraham	Request for Councilmembers to join him in his efforts to support a constitutional amendment to reverse the Supreme Court ruling in the Citizens United vs. Federal Elections Commission case.	No Action Required.
1-13-14	Willis Witter	Request for Council to intervene and allow Ancestral Knowledge Use of the Forest Preserve.	Work Session scheduled 7-09-14.
1-13-14	Jonathan Murray	Petition in protest of the FPAB Report 2013-2.	Work Session scheduled 7-09-14.
11-25-13	Michael Hartman	Request for Advisory Group on Inclusion and Diversity.	
11-25-13	Michael Hartman	Request Council schedule Work Session with Recognition Groups.	
10-28-13	Bill Orleans	Request for Information – Property tax abatement & whether any abatement requests had been challenged.	Staff provided information.
10-28-13	Joe Murray	Request that Council review his Conflict of Interest status on the FPAB due to his work with Ancestral Knowledge.	Referred to the Greenbelt Ethics Commission.

Date	Name	Petition or Request	Status
10-28-13	Joel Mason Gaines	Request for sidewalk improvements on Rt. 193 @ Branchville Road.	SHA notified.
10-14-13	Bob Snyder	Read letter from FPAB regarding Greenbelt Community Gardens.	Work Session held 2-19-14.
10-14-13	Michael Hartman	Request that the Community Questionnaire be readable with an optical character reader through the City website to allow blind and limited visual ability residents to participate in the survey.	Questionnaire was able to be accessed by users with disabilities through Survey Monkey. Communicated to Mr. Hartman.
07-08-13	Barbara Simon (GCDC)	Request for installation of a digital projector and a reel-to-reel projection system for the Greenbelt Theater.	Work sessions held 9-25-13 and 12-18-13.
07-08-13	Gail Martineau (AAB)	Petition from the AAB requesting that public murals be considered for the exterior of Greenbelt Theater.	Report from AAB will be submitted to Council.
06-17-13	Theodora Scarato	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds.	Work session held 06-18-14.
05-28-13	Michael Terborg	Request that Council encourage the County to increase funding for school libraries.	ACE has considered.
05-13-13	Theodora Scarato	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds.	Work session held 06-18-14.
05-13-13	Dennis Finchham	Request for operating contract for Greenbelt Theater and questions about plans for future operation.	Contract provided. Decision will be made on the future operation after the project is underway.
04-22-13	Sue Krofchick	Request for change in policy regarding public use of restrooms at Community Center during camp sessions.	Policy adjusted prior to 2013 camp sessions.
04-22-13	Joe Murray	Request for campfire ring at Northway Field.	Referred to staff for review.
03-11-13	Bob Snyder	Request Council consider implementing a daily user fee for Buddy Attick Park.	Considered during the budget process.
02-25-13	Jennifer Robinson	Request Council support HB 1274/SB 601 (Maryland Hydraulic Fracturing Moratorium and Right to Know Act).	Council supported legislation at 2-25-13 meeting.
02-11-13	Barbara Simon	Update on GCDC fundraising efforts for Greenbelt Theater	Work session held 10-21-13.
01-28-13	Chris Shuman	Request for clear procedure on reporting owners of free range cats.	Advised to contact Animal Control.
01-14-13	Edith Beauchamp	Request for City assistance with Pepco Tree Work on Rt. 193 by Windsor Green.	Public Works & Planning staff worked with SHA and Windsor Green HOA.
01-14-13	Susan Barnett	Update on 10 th Anniversary of the Forest Preserve.	No action required.

Date	Name	Petition or Request	Status
12-10-12	Ruth Kastner	Clearing of Trees in Hamilton Place Gardens.	Staff report issued.
11-26-12	Lore Rosenthal & Bill Norwood (85 Decibel Club)	Request for Council action on limiting noise levels at events in the City.	Advised of City Ordinance.
11-13-12	Bill Orleans	Request for staff to mail his citation for scavenging.	Citation mailed.
10-22-12	Barbara Simon (GCDC)	Request regarding the Greenbelt Theater Renovation Project (Use of local contractors or possible contributions, video projector and completing the project in phases to reduce impact to local merchants).	Work sessions held 9-25-13 and 12-18-13.
10-22-12	Frank Gervasi	Need of a HVAC split system for the Theater lobby and projection room, but not the large auditorium..	Work sessions held 9-25-13 and 12-18-13.
10-22-12	John Abell	Request for policy regarding the reporting of crime to the community and special procedures for crimes involving child pornography.	Work session held 06-16-14.
10-09-12	Bill Orleans	Request that Council check on the low level radiological waste burial site on BARC property.	City has been briefed on project and is notified when work occurs.
07-09-12	Bill Orleans	Question regarding a PIA request submitted.	Mr. Manzi issued response.

CITY OF GREENBELT
City Clerk's Office
25 Crescent Road
Greenbelt, Maryland 20770

Memorandum

Date: July 23, 2014
To: City Council
Fr: Cindy Murray, City Clerk *cm*
RE: Code of Conduct for Advisory Board and Committee Members

As requested, attached is a Draft of the Code of Conduct for Advisory Board and Committee Members showing revisions recommended by Mayor Jordan, Ms. Davis, Ms. Mach and Ms. Pope. All recommended revisions are noted by color.

Please let me know if you have any questions.

DRAFT REVISIONS (Once final, will attempt to have this as a one page document.)

KEY:

Blue – Mayor Jordan

Red – Ms. Davis

Green – Ms. Mach

(in agreement with changes proposed by Ms. Davis except for the last bullet and agrees with change proposed by Mayor Jordan.)

Purple – Ms. Pope

CODE OF CONDUCT FOR ADVISORY BOARD AND COMMITTEE MEMBERS

The City Council of Greenbelt has a number of Advisory Boards and Committees which provide advice in subject areas from planning to the environment to senior issues. These boards and committees are comprised of Greenbelt citizens volunteering their talents and time to the community. Council greatly values the service of all advisory board and committee volunteers.

This code has been created to ensure that all board and committee members have clear guidelines for carrying out their responsibilities in their relationships with each other, City Council, staff and members of the public. All board and committee meetings are conducted in accordance with the Maryland Open Meetings Act.

- Individual Advisory Board and Committee members and the collective group will be fair, impartial and respectful of their colleagues, City Council, staff and members of the public. They will perform their duties in a professional manner. ~~Sarcasm and condescension are inappropriate.~~ **Sarcasm, intimidation and condescension are inappropriate.** ~~Sarcasm, intimidation and condescension are inappropriate.~~ Members must not harass, **insult, threaten** or discriminate against their colleagues, City Council, staff or members of the public.
- Members are to promote confidence in the integrity of the City of Greenbelt government and always act in the public interest and not in their private interest. Members should protect the reputation of their board or committee, its members, City Council and staff. They should not engage in any activity(s) that would bring the board or committee or the City into disrepute.
- Members will respect the limitations of their individual and collective authority. The role of the Advisory Board or Committee is to advise the City Council.
- Members will strive to **respect and** appreciate differences in approach and point of view, whether from their colleagues, City Council, staff or members of the public.
- Each member will participate in the group's discussions and work assignments without dominating the discussion or activity of the group.
- The board or committee chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The board or committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as minority opinions, should be recorded and acknowledged in the report to City Council.

- The ~~express-unanimous~~ agreement of **members** of the board or committee must be obtained prior to the release of personal member information obtained through the advisory board or committee membership.

or

The agreement of the board or committee members must be obtained prior to the release of personal member information obtained through the advisory board or committee membership.

- Members communicating in public on board or committee business must clarify that he/she is not speaking on behalf of the board or committee or the City, **but as an individual**, unless authorized to do so **by the board or committee**.
- The board or committee will recommend removal of any member who misses, **without being excused due to illness or necessary travel**) two consecutive meetings, or more than 25 percent of the regular meetings during any calendar year, without being excused. **The Chair of the board or committee will maintain accurate attendance records.**

or

The board or committee can recommend removal of any member who misses, without being excused by the majority of the advisory board or committee, three consecutive meetings or more than 25 percent of the regular meetings during any calendar year. The Chair of the board or committee will maintain accurate attendance records. (Ms. Mach in agreement with this version.)

Violations of the Code of Conduct

Violations of one or more of the standards or requirements of this Code of Conduct may result in the immediate termination of a member's appointment to serve on an advisory board or committee. Additionally, any member may be removed by Council action based on Council decision that removal is in the best interests of the City. Members may be removed from any advisory board or committee by a majority vote of the City Council.

Acknowledged and Agreed to:

Signature: _____ Printed Name: _____

Advisory Group: _____ Date: _____